

U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST U.S. Embassy Ashgabat	2. AGENCY STATE	3a. POSITION NO. A52202
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☒ No

4. REASON FOR SUBMISSION

- ☐ a. Redescription of duties: This position replaces
Position No. _____, _____ (Title) _____ (Series) _____ (Grade)
- ☐ b. New Position
- ☒ c. Other (explain) _____ Confirm accuracy of the vacant position before advertisement

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority Management Officer	Supply Clerk FSN – 805	05	GLA	01/20/05
b. Other				
c. Proposed by Initiating Office				

6. POST TITLE POSITION (if different from official title) Receiving Clerk	7. NAME OF EMPLOYEE
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8. OFFICE/SECTION Management Office	a. First Subdivision General Services Office
b. Second Subdivision	c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position. <div style="display: flex; justify-content: space-between;"><div>_____ Typed Name and Signature of Employee</div><div>_____ Date(mm-dd-yy)</div></div>	10. This is a complete and accurate description of the duties and responsibilities of this position. <div style="display: flex; justify-content: space-between;"><div>_____ Typed Name and Signature of Supervisor</div><div>_____ Date(mm-dd-yy)</div></div>
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11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position. <div style="display: flex; justify-content: space-between;"><div>_____ Typed Name and Signature of Section Chief or Agency Head</div><div>_____ Date(mm-dd-yy)</div></div>	12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards. <div style="display: flex; justify-content: space-between;"><div>_____ Typed Name and Signature of Admin or Human Resources Officer</div><div>_____ Date(mm-dd-yy)</div></div>
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13. BASIC FUNCTION OF POSITION See Attached.	
14. MAJOR DUTIES AND RESPONSIBILITIES See Attached.	% OF TIME

13. BASIC FUNCTION OF POSITION

Supply Clerk receives and inventories incoming Embassy supplies and equipment, maintaining receiving reports and other records as required by post policy, moving supplies and equipment from warehouse facilities to GSO customers, and driving all warehouse vehicles, including trucks. Assists in maintaining the warehouse and designated storage areas. May perform general labor, such as offloading cargo coming by truck and rearranging rooms and work areas.

14. MAJOR DUTIES AND RESPONSIBILITIES

65% - Receives and inventories incoming Embassy supplies and equipment. Maintains receiving reports and other records as required by Department of State Regulations and Post Policy. Barcodes and scans incoming non-expendable USG property. Delivers received property to customers using warehouse vehicles and trucks.

25% - Assists in maintaining the warehouse and designated storage areas and in offloading cargo. Moves supplies from warehouse storage areas to GSO customers. Responsible for the delivery of HHE, UAB and CNS from the warehouse facilities to residences. Serves as backup for Expendable Supply Clerk

10% - May act as a general laborer for the Embassy in moving supplies and equipment, rearranging rooms and work areas. May be called upon by the GSO or AGSO to perform other asks such as assisting other General Services Staff in fulfilling their duties.

15. REQUIRED QUALIFICATIONS

a) Education: Completion of secondary school is required.

b) Prior Work Experience: Minimum one year of experience in supply, inventory or related fields.

c) Post Entry Training: On the job training (OJT).

d) Language Proficiency: Level III (good working knowledge) English and Russian, Level I (basic knowledge) Turkmen are required.

e) Knowledge: At or before the probationary period, must have a good working familiarity with Department of State Regulations and Post policies pertaining to Receiving Clerk functions, ILMS control procedures and property control procedures.

f) Skills and Abilities: Must be able to execute assigned tasks with attention to safety, neatness and efficiency. Driver's license for car (B category) and small truck (C category). Applicants without C category licenses must obtain a C category license within one year of hire.

16. POSITION ELEMENTS

- a) **Supervision Received:** Direct supervision from Storekeeper. General supervision from AGSO and GSO.
- b) **Available Guidelines:** Instructions derived from supervisor, AGSO, GSO, Post policy, GSO Standard Operating Procedures and FAM regulations.
- c) **Exercise of Judgment:** Must use tact, diplomacy, persistence and patience in relations with Mission staff while fulfilling the duties of this position.
- d) **Authority to Make Commitments:** None
- e) **Driving duties:** Drives all warehouse vehicles.
- f) **Nature, Level and Purpose of Contacts:** Contacts with all levels of Mission staff, Embassy contractors, and vendors.
- g) **Supervision Exercised:** May direct the work of casual labor teams.
- h) **Time Required to Perform Full Range of Duties:** 6 months to one year.